

United States Bankruptcy Court
Northern District of Florida



Electronic Case Filing
On-line Credit Card Payment Guide



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I. OVERVIEW

The Pay.Gov On-line Credit Card module for ECF is designed to:

- allow attorney filers to pay filing fees to the U.S. Treasury interactively as part of the electronic filing process
- provide an improved tracking and record keeping method for paid fees
- discontinue the current requirement to provide to the Clerk's office with updated hard-copy credit card authorization and account information

Upon the successful submission of a document requiring a filing fee, the attorney filer will have the option to:

- pay after every transaction or
- simply make one payment at the end of the day for all transactions

After payment is made, the on-line payments of fees will show a receipt entry that is automatically posted to the docket sheet for the case(s). This entry will include the filing fee and the receipt number. (See Figure 1)


01/18/2005	4	Receipt of Motion for Relief From Stay(05-40010) [motion,mrlfsty] (150.00) filing fee. Receipt number 2371, amount \$ 150.00. (U.S. Treasury) (Entered: 01/18/2005)
01/18/2005	 3	Motion for Relief from Stay (Fee Amount \$150) filed by Larry Justham on behalf of John N Johnson. (Justham, Larry) (Entered: 01/18/2005)

Figure 1

This guide will take you through this new **required** process of paying directly via the Internet. Before you begin, please be sure your browser supports 128-bit encryption and pop-up blocking software is disabled or re-set to allow for the Pay.Gov screens.

On-Line Training

For your convenience, the ECF Training Database has been set up to allow you the experience of paying fees on-line using a court provided test credit card account. This is the same training database that was used for the initial ECF training and prior user training log-in names and passwords can still be used. A link to the training log-in page can be found on our ECF webpage or by typing in this address –

<https://ecf-train.flnb.uscourts.gov/>

II. PROCEDURES

Once you have completed the filing of a new case, adversary¹, or motion that requires the payment of a fee (e.g., Motion for Relief from Stay), a pop-up window will appear. You may then select either option: A) “Pay Now” or B) “Continue Filing”. (See Figure 2)

Electronic Payment - Microsoft Internet Explorer

***** IMPORTANT NOTICE *****
Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2005-02-03 14:01:27	Motion for Relief From Stay(05-40013) [motion,mrlfsty] (150.00)	\$ 150.00
		Total: \$ 150.00

Pay Now Continue Filing

Figure 2

A) PAY NOW OPTION

Click “Pay Now” and the credit card information screen will appear. (See Figure 3)

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

Enter Payment Information

Cardholder Name: Larry Justham *	Plastic Card Payment Steps 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
Billing Address: 110 E Park Ave *	
Billing Address 2:	
City: Tallahassee	
State/Province: Florida - FL	
ZIP/Postal Code: 32301	
Country: United States	
Card Type: Visa *	
Card Number: 4111111111111111 * Reset	
Expiration Date: January / 2007 *	
Payment Amount: \$150.00	

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Continue Quit

Figure 3

¹ Please note that no filing fee is due if the plaintiff is one of the following - ECF will not request fee payment for these filers:

- a) The United States, other than the U.S. Trustee acting as a trustee, or
- b) The debtor, or
- c) A child support creditor, or its representative, who has concurrently filed an Appearance of Child Support

1. Select the appropriate “Card Type” (Visa, MC, Discover, American Express, or Diner’s Club) from the drop-down menu

(FOR TRAINING DATABASE PURPOSES: When prompted to enter your credit card number, you should use VISA, card number 4111111111111111 (15 one’s) with any future expiration date.)

2. Enter Card Number and Expiration Date
3. Click “Continue.” (Note: you can cancel the transaction at any time by clicking the Quit or Cancel button.)
4. Once you click Continue, the Payment Summary and Authorization screen will appear. (See Figure 4)

The screenshot shows a web browser window titled "Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer". The main content area is titled "Payment Summary and Authorization" and is divided into two columns. The left column contains the following information: Cardholder Name: Larry Justham, Billing Address: 110 E Park Ave, Billing Address 2: City: Tallahassee, State/Province: FL, ZIP/Postal Code: 32301, Country: USA, Card Type: Visa, Card Number: *****1111, Expiration Date: 1 / 2007, Payment Amount: \$150.00, Current Date and Time: 02/03/2005 14:05 EST. Below this is an "Authorization*" section with a checked box for "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." and a "Confirmation Receipt Request" section with a text box for "Email Address:" and a "Re-enter Email Address to Confirm:" section. At the bottom are buttons for "Make Payment", "Edit", and "Cancel". A note at the bottom states: "Press the 'Make Payment' button only once. Pressing this button more than once could result in multiple transactions." The right column is titled "Plastic Card Payment Steps" and lists four steps: 1. Select Payment Type, 2. Enter Payment Information, 3. **Authorize Payment / Payment Summary**, and 4. Payment Confirmation.

Figure 4

5. Check the box next to “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.” If you do not check the box, you will receive an error message and will not be able to continue with payment processing.
6. If you would like an e-mail confirmation of the payment, enter your e-mail address in the box provided. You must re-enter the e-mail address for confirmation in the box provided to receive e-mail confirmation of the transaction.
7. Click the “Make Payment” button.

IMPORTANT: Do Not double-click the Make Payment button. Double-clicking may result in duplicate charges to your credit card.

8. Once your card has been authorized, a screen will appear with the following message as shown in Figure 5.

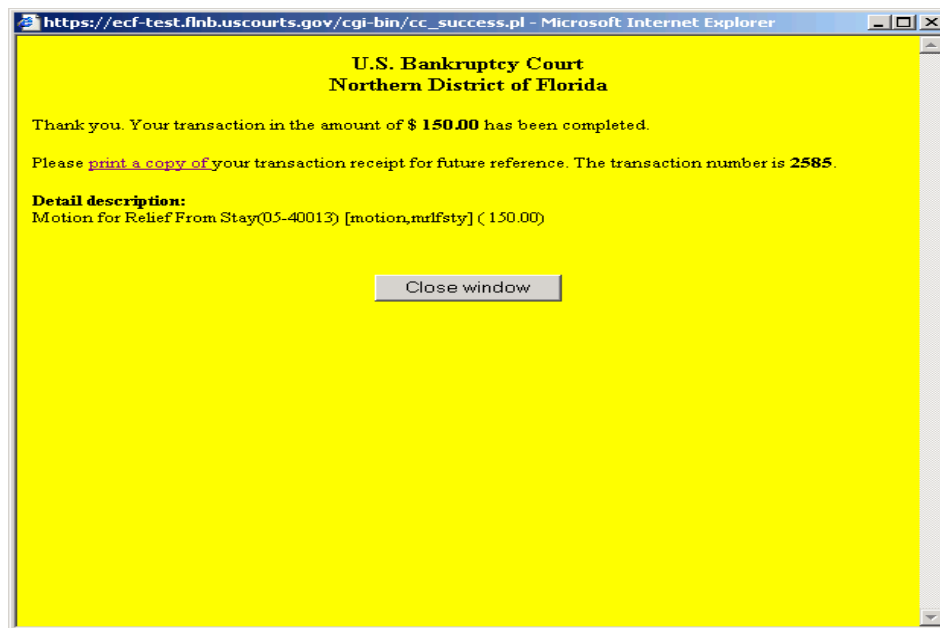


Figure 5

9. Click the “Close window” button.
10. Once you have completed the on-line payment of fees, the receipt entry will be automatically posted to the docket sheet for each case(s). The entry will include the filing fee and receipt number.

B) CONTINUE FILING OPTION

1. This option provides for accumulated fees to be paid on ECF at the end of the day.
2. Click on the **Utilities** menu and then the **Internet Payments Due** report. Accounts must be settled by midnight Eastern time on the day of filing. More information on this report can be found in the REPORTS section of this guide.
3. Once in this report, the steps to submit the payment are the same as with the **A) Pay Now Option** (page 4).
4. Please note that with this option, you will continue to receive an opportunity to “Pay Now” after each subsequent transaction which will allow you settle your account at any time for fees that are due.

III. REPORTS

A) Internet Payments Due

This report allows an attorney to pay immediately all outstanding fees without docketing another pleading or opening another case. Use this report if you are finished filing for the day and did not select the “Pay Now” option on your last filing. There are no selection screens or sort options offered.

1. Click **Utilities** and then click **Internet Payments Due**
2. A summary pop-up screen will appear (See Figure 6) and you will follow the steps for the **Pay Now** option found on page 4 of this document.

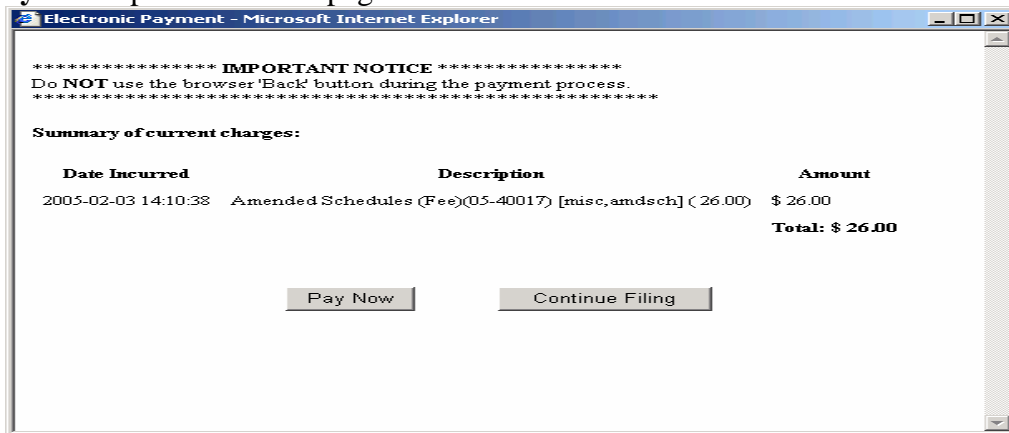


Figure 6

B) Internet Payment History

The Internet Payment History Report allows an attorney to review his/her completed credit card payments over any specified period of time.

1. Click **Utilities** and then click **Internet Payment History**
2. Enter date range - click “Run Report” – then the report will display (Figure 11)

The screenshot shows a web browser window displaying the ECF (Electronic Case Filing) system. The page title is "FLNB CMECF Testing database - Microsoft Internet Explorer". The address bar shows "https://ecf-te...". The page content includes a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout. The main heading is "U.S. Bankruptcy Court Northern District of Florida Internet Payment History for Justham, Larry 1/31/2005 to 2/2/2005". Below this is a table with the following data:

Date Paid	Description	Payment Method	Receipt #	Amount
2005-02-02 14:44:44	Voluntary Petition (Chapter 13)(05-40014) [misc,volp13] (194.00)			
	Amended Schedules (Fee)(05-40014) [misc,amdsch] (26.00)	credit card	2516	\$ 220.00
2005-02-02 14:56:38	Motion for Relief From Stay(05-40017) [motion,mrlfsty] (150.00)	credit card	2522	\$ 150.00

Figure 11

IV. IMPORTANT NOTICES, EXCEPTIONS, & ADDITIONAL INFORMATION

A) IMPORTANT Filing Related Information – PLEASE READ!

- The processing of paying on the Internet is a powerful tool. Once a document is filed, the fee is due. If the document is filed in error, the clerk's office will be unable to refund or waive the fee. Refunds or waivers can only be made if authorized by court order. Therefore, be sure when filing, you have chosen the correct docket code. Those codes with fees are clearly marked as "fee due" codes. If you are filing an amendment to a document in which you have already paid the fee, be sure you choose "Amendment" rather than choosing the fee due code again.
- If you do not receive confirmation of a successful transaction, review the *Internet Payment History* Report under **Utilities** (see the **REPORTS** section of the guide for more information), or the docket report on PACER, or contact the court to see if the transaction was successful. Do not re-file your pleading if you are unsure the transaction was completed successfully. Re-filing your pleading may result in duplicate charges to your credit card.
- If you are exempt from paying a filing fee, but ECF records a fee for that filing on the transaction log, please send an e-mail to CMECF_helpdesk@flnb.uscourts.gov to have the court remove the filing fee from your transaction log. Please include the following information in your e-mail:
 1. Attorney Filer's name
 2. Case number
 3. Event (adversary, motion to reopen, etc.)
 4. Dollar amount
 5. Date of filing, and
 6. Reason for the fee exemption

If approved after review, the court will notify you by e-mail that the fee has been waived/removed. Do **NOT** settle your account until you have received e-mail notification from the court that the fee has been removed/waived. This will ensure that the court has had time to receive your e-mail and remove the filing fee from your transaction log.

- If you are filing a **motion for relief from stay** that is exempt from the filing fee because it is:
 1. agreed to, stipulated, or with consent
 2. co-debtor lift stay
 3. filed by an agent of the government
 4. filed by a child support creditor

be sure to choose the correct “No Fee” event code. No prompt should appear to pay a filing fee for this event.

B) Credit Card Issues

If an invalid credit card number is entered, or an error in processing the payment occurs, and you did not click the quit button, your payment process did not complete. You should contact the card issuer.

C) If Filing New Bankruptcy Case Directly Through Petition Preparation Software

If you are using petition preparation software to directly submit your bankruptcy filings to the court, you MAY NOT be prompted with the credit card payment pop-up window upon the completion of filing. In order to pay your fee(s), you will need to go to Utilities in ECF and click on the Internet Payments Due report. You must settle your account by midnight, Eastern time on the day of filing. See the **REPORTS** section of this guide for instructions on how to use the Internet Payments Due report for payment of fees.

D) 128-bit Security Encryption Requirement

In order to successfully use the on-line credit card payment module, your browser must have 128-bit encryption. Follow the instructions below to determine if your browser supports 128-bit encryption.

Microsoft Internet Explorer (4.x, 5.x, 6.x)

1. Click on the “Help” tab on your menu bar at the top of the screen
2. Scroll down and select “About Internet Explorer”
3. A small window appears in the center of your screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit, 56-bit,

or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it does not indicate the encryption level, you will need to upgrade to a version with 128-bit encryption.

Netscape Navigator/Communicator (4.x or greater)

1. Click on the “Help” tab on your menu bar at the top of the screen.
2. Scroll down and select “About Navigator” or “About Communicator.”
3. A screen appears that lists the details of your browser. Look for a section on the left and toward the middle that begins “Contains encryption software from RSA Data Security, Inc...” If the next paragraph begins, “This version supports U.S. security...” your browser has 128-bit encryption. If it states that you have international security, your browser has 40-bit or 56 bit encryption and you will need to upgrade to a version with 128-bit encryption.

E) Pop-up Blocking Software

For the on-line credit card program to work, your pop-up blocking software needs to be disabled or preferences re-set to allow for the Pay.Gov pop-up screens to appear. If you still do not get the option to pay on-line after disabling your pop-up blockers, please contact the CM/ECF help desk.